Wait list

Table of Contents

- Page 1 – Helpful Tips
- Page 2 – Course Section Set Up
- Page 6 – Enrollment – Students
- Page 7 – Enrollment – Staff
- Page 10 – Viewing Wait listed Students
- Page 11 – Reporting

Helpful Tips:

✓ Students will be able to add themselves to a Wait list from the time of their enrollment appointment through the day before the First Day of Classes for a term. The Wait list job will continue to run through Add/Drop. After the start of classes, students can use the Course Permit form to submit requests to add full courses. It is the departments’ discretion to decide the priorities of students existing on the Wait list and of students filling out a Course Permit form to add themselves to a full course.

✓ Almost all undergraduate sections will be set up for Wait list, once all open seats are taken students may add themselves to a wait list in WebReg. Should a seat become available, students will not be able to register if there are students already on the wait list for that course. This protects students already on the Wait list, and allows the department to manage enrollment.

✓ A nightly Wait list job will automatically move students from the Wait list to Enrolled. If a staff member wishes to manually enroll a student from a Wait list, they will need to drop them from the Wait list, and then enroll them in the course.

✓ Students cannot see their Wait list position number, or see who else is on the Wait list. Departments may determine their own priorities for enrolling students from the Wait list by setting reserve caps and by manipulating students’ Wait list position numbers.

✓ Students can add themselves to multiple Wait lists for the same course, however the Wait list job will not enroll a student if they are already enrolled in the course. If a student, not enrolled in a given course but is on multiple Wait lists for that course, is enrolled in a section by the Wait list job, they will be dropped automatically from all other Wait lists for the same course. Students manually enrolled in a section must be manually be dropped from other Wait lists.

✓ If a course section is combined, in addition to the set up described below, departments must contact the Scheduling office to have Wait list numbers updated on the Combined Sections table in order for the Wait list to function properly.

✓ Enrollment Restrictions: The system checks if students have met prerequisites before allowing them to add themselves to a Wait list. However, the other enrollment edits (reserve caps, time conflicts, etc.) are not performed until the Wait list job attempts to move student from Wait list to Enrolled.
Course Section Setup

Navigation: From your Staff Homepage, select the NavBar icon and then the Navigator icon to view the UDSIS folders. You will select Curriculum Management> Schedule of Classes > Maintain Schedule of Classes

After you look the course up by term, Subject Area, and Catalog Nbr, you will go to the section you wish to add the Wait list to. Click on the Enrollment Control Tab:

Two fields must be updated in order to set a section up for Wait list: Auto Enroll from Wait list and Wait List Capacity.

If the Auto Enroll button is not checked, the Wait list option will not appear to students. This button is also used to trigger the Wait list job. If it was checked, but later unchecked after enrollment begins, then students who are not on the Wait list can take open seats, even if there are students on the Wait list. If the Wait list Capacity field is not filled in, no students can be added to Wait list. Wait list capacity can be as high as 9,999. The total number of Wait listed students will show in the Wait list Capacity Total field.

Unchecking the Auto Enroll button will create the problems outlined above, therefore, it should not be unchecked to provide department staff more time to manage the Wait list. Instead, departments may change the “Add Consent” on the Enrollment tab to “Department Consent” to allow more time for staff to manage the Wait list.

There may be an issue where all Wait listed students have been enrolled in the course, and there are still open seats due to enrolled students dropping, but the section remains in closed status. To update the status to open, department scheduling staff can uncheck the Auto Enroll from Wait list checkbox, click save, then recheck the box to reinstate Wait list. The Enrollment Status will change to open.

Updated 3-21-19
The Registrar’s Office will work with IT to place a 30 seat Wait list Capacity on all Undergraduate enrollment sections for the Fall and Spring terms, and to check the “Auto Enroll from Wait List” box. The 30 seat number should not be lowered and the Auto Enroll box should not be unchecked without permission of the Registrar’s Office. Please note that subsequently added undergraduate sections will need to have this box checked and the Wait list Capacity updated. Wait list capacities will also need to be added for any graduate sections that will be utilizing Wait list.

**Combined Sections**

Both sections must have the appropriate Wait list capacity set and the Auto Enroll from Wait list box checked. In order for Wait list to function properly, the Scheduling Office must update the combined Wait list capacity. Please e-mail schedoffice@udel.edu to ensure the Wait list is set up properly for combined sections.

**GRAD & UGRD**

A Wait list capacity must be set on the undergraduate section. However, the graduate section is not required to have a Wait list. If the graduate section will also have a Wait list, please e-mail schedoffice@udel.edu to ensure the combined Wait list is set up properly.

**Multi Component Sections**

In order for students to add themselves to the Wait list, all components (Enroll and non-enroll) must have a Wait list capacity and have the Auto-Enroll from Wait List button checked.

**Auto-Enroll Sections**

For example, if a course requires multiple components, a lab (enroll) and a lecture (non-enroll), but the student is automatically enrolled in the corresponding lecture when they choose the lab component.

All components must have a Wait list capacity specified and have the Auto Enroll from Wait list box checked. If the lecture has multiple associated labs, the Wait list capacity for the lecture should equal the combined Wait list capacities of the associated labs.

*Enrollment Component:*
Non-Enroll Component:

Free-Choice
For example, if a course requires multiple components, a lecture (enroll) and a lab (non-enroll), but the student is allowed to choose the lab component.

All components must have a Wait list capacity specified and have the Auto Enroll from Wait list box checked. If the lab is the enroll component, and could be combined with any lecture, the Wait list capacity for each lecture should equal the combined Wait list capacities of all labs or be set to 999.

Enroll component:
Non-Enroll Component:
Enrollment Options – Students

Students trying to add a full course with a Wait list option will see a disclaimer message and an “Add to Wait list” box in Webreg:

In order to add yourself to the wait list you must be meet the pre-requisites for the course. Adding yourself to a wait list does not guarantee enrollment in the course. In order to be enrolled from the wait list, you must be available for the time the course is offered, and you must meet any seat reserves that may be in place on the course. In addition, if you are already enrolled in the course, or if the course would bring you over the maximum course load, you will not be enrolled from the wait list. For more information about waitlists please see our FAQ.

Add to Waitlist  Cancel

Once a student adds themselves to a Wait list, it shows with the WL designation in Webreg.

Students can drop themselves from the Wait list by selecting “Drop” in the Action column.
Enrollment Options – Staff

Navigation:
Records and Enrollment > Enroll Students > Enrollment Request
Records and Enrollment > Enroll Students > Quick Enroll a Student

NOTE: Directions below were completed in Enrollment Request, but you can also use Quick Enroll. Once in UDSIS, you can use the folders at the top of the screen to navigate. For information about navigating from the Nav Bar, see Page 2.

Enrollment Actions staff can take include:
- Enroll onto a Wait list
- Change Wait list Position
- Drop to Wait list
- Drop from Wait list
- Enroll into course

Enroll onto Wait list
To add a student directly to a Wait list, in Enrollment Request, Select Action Enroll and check the Wait list OK box.

Once student is added to Wait list, Success/Messages appears:

Updated 3-21-19
Change Wait List Position

- To change the student’s wait list position, a staff can select “Change Wait List Position” from the Action dropdown.
- Then, enter the new Wait List Nbr in the text box.
- Then use the magnifying glass to select which Wait listed course to update.
- Select “Submit” to complete enrollment request.

Drop to Wait List

- To move an enrolled student to the Wait list, staff can select “Drop to Wait list” from the Action dropdown.
- Then use the magnifying glass to select from which course they wish to move the student from enrolled to waiting.
- Select “Submit” to complete enrollment request. When the action is successful, a message will show their Wait list position.
Drop from Wait list

Departments may choose to drop a student from a Wait list at any time, we just ask that the student be notified.

If a Wait listed student is going to be enrolled in the course by a staff member, they should be dropped from the Wait list before they are enrolled in the course.

- To drop the student from the Wait list, Staff can select “Drop” from the Action dropdown

- Then use the magnifying glass to select from which course they wish to drop from the Wait list

- Select “Submit” to complete enrollment request. When the action is successful, you will see a status of “success” and the course will no longer show as waiting on their Study List.

**Please note that if they were on Wait lists for other sections of the course, that you should also drop them from those Wait lists.

Enroll

Staff may choose to enroll a student themselves, rather than wait for the Wait list job.

As noted above, they should first be dropped from the Wait list if they are on the Wait list for the section (see directions above).

- Staff can enroll the student in the course by selecting “Enroll” from the Action dropdown

- Then enter the Class Nbr or use the magnifying glass to search for the course

- In Additional Overrides, click the “Closed Class” override as well as any other applicable overrides needed

- Select “Submit” to complete enrollment request. When the action is successful, you will see a status of “success” and the course will show with a status of “enrolled” on their Study List.

Updated 3-21-19
Viewing Wait listed Students
Wait listed students can be seen on Class Rosters, available in Faculty Center and also in Curriculum Management.

Curriculum Management

Navigation: Curriculum Management > Class Roster > Class Roster

Staff can view Wait listed students on the class roster by changing the Enrollment Status dropdown to “All”

The class roster shows how many students are Wait listed, and each Wait listed student will show a status of “waiting” and will show their Wait list position in the “status note” column.
Faculty Center

Navigation: from the Faculty and Advisors Home page, select the Faculty Center icon

My Schedules & Rosters > Class Roster Icon for the course you wish to view the Wait list

Faculty can view Wait listed students on the class roster by changing the Enrollment Status dropdown to “All”

NOTE: May need to use the “Change Term” box if you are not seeing the course. See below:

Wait list Cognos Report:

Public Folders>1-UD Student Admin Reporting>AA Deans>Academic Management>Wait List.

This report will show you what courses have Wait lists, what the enrollment caps and totals are, and what the Wait list caps and totals are.

Additional Reports will be available soon.

Updated 3-21-19